

Issues Instructions regarding preliminary verification of pensionable service of Government Servants

CIRCULAR

No. FD (Spl.) 356 PEN 68, DATED BANGALORE, THE 9TH DECEMBER, 1968.

The declared policy of Government as embodied in Rule 322 of the Mysore Civil Services Rules, is to ensure that a Government Servant starts receiving his pension on the date on which it becomes due. With a view to forestalling delay in this regard, it has been laid down in Rule 331 *ibid* that the preparation of the service statement and the verification of service in the manner set out in Rule 330 should be undertaken by the Head of the Office, as soon as it becomes known that a Government Servant will retire within a period of twelve months or proceeds on leave preparatory to retirement and should not be held over pending the actual submission by the Government Servant of his formal application for pension. The necessity of preparing the pension records twelve months in advance of the date of superannuation of the Government Servant concerned and sending these records well in time to the Audit Office for preliminary verification of pensionable service has been repeatedly stressed by Government, as for example, in the marginally

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| (i) Government Order No. FD 335 PEN 61 dated 25th October 1961. |
| (ii) O. M. No. FD (Spl.) 158 PEN 62, dated 31st December 1962. |
| (iii) O. M. No. FD (Spl.) 41 PEN 64, dated 28th September 1964. |
| (iv) O. M. No. FD (Spl.) 342 PEN 64, dated 23rd December 1964. |
| (v) O. M. No. FD (Spl.) 38 PEN 65, dated 2nd February 1965. |
| (vi) O. M. No. FD (Spl.) 395 PEN 65, dated 6th April 1966. |

noted orders. In spite of it, in practice the pension records in large number of cases are still being sent to the Audit Office long after the retirement of the Government Servants concerned. This is the primary cause of delay in the final settlement of pension claims of Government Servants.

On the other hand there is no valid reason as to why the pension records cannot be sent to the Audit Office well in time before the date of superannuation of the Government Servants. This is essentially due to the failure or omission on the part of the Heads of Offices and the Pension Sanctioning Authorities to discharge the duty cast on them under the rules and Standing Orders, which in its turn is to be attributed to negligence and slackness or inefficiency of the concerned staff. Government cannot countenance such a state of affairs and have therefore decided to fix responsibility in each case and take action against such officers as are held responsible for the delay.

The following instructions are therefore issued for the guidance of all concerned:—

(1) Where the Government Servants have already retired or where the time left for their superannuation is less than three months, the pension records should be sent to the Accountant General, Mysore, Bangalore, in a complete form immediately and in any case within a month.

(2) Such pension cases, where preliminary verification is over-due should be sent to the Accountant General on Top Priority basis and in any case not later than two months from the date of these orders subject to the condition that where the time left for superannuation is less than three months the records should be sent to the Accountant General in complete form.

(3) The cases, which hereafter become due for preliminary verification should be attended to promptly and sent to the Accountant General nine months in advance of the date of superannuation of the Government Servants concerned.

(4) The Accountant General, Mysore, Bangalore, and the Special Officer (Pension), Finance Department, are requested to bring to the notice of Government in the administrative department any case where the time-limit prescribed is not adhered to. On receipt of such intimation, the departmental Secretary concerned shall immediately order institution of disciplinary proceedings under the Mysore Civil Services (Classification, Control and Appeal) Rules, 1957.

(5) All Secretaries to Government and Heads of Departments are requested to ensure strict compliance with the provisions of rules and Standing Orders by all concerned. They should particularly see that the Service Records are reviewed and preliminary verification of pension papers is done within the time-limit prescribed.

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Chief Secretary to Government of Mysore.

Issues clarification of Amendment to Rule 7 of Appendix IV to the Mysore Civil Services Rules 76. calculation of rent.

CIRCULAR

No. FD 33 SRS 68, BANGALORE, DATED 30TH DECEMBER 1968

A reference is invited to the amendment issued to Rule 7 of Appendix IV to the Mysore Civil Services Rules in Notification No. FD 33 SRS 68, dated 27th July 1968 published in the Gazette dated 15th August 1968 in which the term "salary" has been redefined for the purpose of calculating rent charged for any building occupied by a Government Servant. Enquiries are being received from many Heads of Departments as to whether dearness allowance is to be reckoned as 'salary' for the purpose of recovering rent. It is hereby clarified that the revised rule 7 (b) (iii) of Mysore Civil Services Rules excludes only those compensatory allowances clearly mentioned therein for determining the "salary" for purposes of calculation of rent and therefore other compensatory allowances like Dearness Allowance, City Compensatory Allowance are to be reckoned as emoluments coming within the term "salary" for the purpose of the rule. The Heads of Departments are requested to issue instructions to their subordinates to see that the rent of buildings occupied by Government Servants are recovered with effect from 27th July 1968 as per the definition of "salary" as amended in Notification referred to above and as clarified in this Circular.

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